



# City of San Antonio Black and African American Employee Affinity Group

INTERVIEWING TO 'WIN'!

JANUARY 2022

# Presentation Overview

- ▶ Purpose of the Interview
- ▶ Interview Types
- ▶ Questions & Approach
- ▶ **P. R. E. P. T.**
  - ▶ Potential Employment Tests
  - ▶ Repetition – Get Familiar with Your Interview Flow
  - ▶ Experiment – Dry Run Interview Day (Drive your route)
  - ▶ Pause – An interview is just a conversation (...Breathe)
  - ▶ Thank You – Thank EVERYONE!
- ▶ Questions & Answers



# Purpose of the Interview

- ▶ Get HIRED!
- ▶ Learn more about YOU – Elaborate on WHY YOU ARE THE BEST CANDIDATE!
- ▶ Learn more about a potential future employer, the culture and environment
- ▶ Practice Communication Skills
- ▶ ASK QUESTIONS!!!
- ▶ Confirm position responsibilities and context of the role in the organization
- ▶ “The value you bring to your organization is a reflection of the problems you solve.” – Craig Groeschel



# Interview Types

## Initial Interviews

- ▶ Screening and “First Cut”
- ▶ First opportunity to impress future employer
- ▶ Conducted by Human Resources or Hiring Manager – varies by position/organizational process
  - ▶ Ask for the interview format and names of panelists (panel, one-on-one, etc.)
- ▶ Sets the tone for the relationship

## Behavioral Interviews

- ▶ Identification of quality dimensions for success in the position
- ▶ Company can glean your past practices and infer how you may respond in certain situations
- ▶ Some industries who use this format are technology, insurance, sales, medicine, law enforcement and education

# Interview Types

## Assignment Interviews

- ▶ Simulated job issues and your response
- ▶ May or may not have advanced notice
- ▶ Often timed
- ▶ Exercises (Tests) determine your ability to “think on your feet”
- ▶ Validate skills listed in your resume
- ▶ Evaluate the quality of your documents

## Follow-Up Interviews

- ▶ Confirm decision or “short list”
- ▶ If you get one, assume the company is interested in you
- ▶ Ask follow-up questions that may not have been answered in your initial interview
- ▶ Verify that you are the right “fit”
- ▶ Salary may be brought up
  - ▶ Never initiate salary discussions
  - ▶ If you must, develop a “range”, not an exact figure

# Interview Types

## Social Interviews

- ▶ Occurs around other company employees/colleagues
- ▶ May include non-traditional environments (restaurant, social event, golf, etc.)
- ▶ Goal of the company is to see if you “fit” their culture
- ▶ Opportunity to see the company culture and if it is right for you
- ▶ Typically at management/executive level
- ▶ Is this a common practice of the company
- ▶ Avoid inappropriate or questionable practices/behavior

## Video Conference/In Person

- ▶ Allow company to evaluate your presentation skills
- ▶ Technology issues can impact company perception
- ▶ ***Always DRESS appropriately***
- ▶ Often shorter interview time (30 minutes)
- ▶ Focus on your “non-verbal” communication – BODY LANGUAGE
- ▶ Select a professional back-drop if your environment is not presentable or appropriate
- ▶ DO NOT INTERVIEW FROM YOUR CURRENT EMPLOYER’s FACILITY
- ▶ Take a day off for your interview

# Questions & Approach

## Frequently Asked Questions

- ▶ Why do you want the job
- ▶ Why are you the best candidate
- ▶ Open-ended questions
  - ▶ This is your opportunity to share examples of your experience
- ▶ Specific questions about your experience
  - ▶ If you didn't do it, don't put it on your resume!
- ▶ Social media posts – ALL OF THEM!!!

## Illegal Questions

- ▶ Gender, age, race, ethnicity, birthplace, country of origin or citizenship, disability, sex, sexual orientation, marital status, family or pregnancy, religion
- ▶ Questions about your personal life
  - ▶ “How does that question relate to the responsibilities of the position?”
- ▶ How much do you currently make?\*

# P.R.E.P.T.

## ► Potential Employment Tests

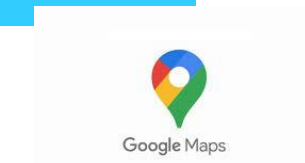
- [Myers-Briggs](#)
- [Strengthsfinders](#)

## ► Repetition & Research

- Dry-run your interview responses
- Act-out difficult resume responses
  - Significant absence from employment
  - Dismissals, mutual separations, “Job-hopping”
- Visit company websites to see projects and priorities, goals and mission statements
- Talk to current employees
- Search recent news article to identify current company issues
- Look at published annual reports and trade publications

## ► Experiment

- Test your interview route
- Know the floor/building, etc. in case of unforeseen events
  - Get the employer contact numbers in case of unforeseen events
- Look at the weather almanac in case of rain, etc.





# P.R.E.P.T.

## ▶ **Pause** (Inhale...Exhale)

- ▶ Remember: An interview is just a conversation about work 😊
- ▶ Be your AUTHENTIC SELF!
- ▶ You are also interviewing your potential employer
  - ▶ Does the position meet your needs
  - ▶ Is this role moving you in the direction of your goals?
  - ▶ If not, why do you STILL want this position?

## ▶ **Thank You** Letters/Notes

- ▶ Get the names of all of your panelists and send a note of thanks
- ▶ Reference something discussed during the interview
- ▶ Re-iterate your interest and value
- ▶ Thank them for consideration
- ▶ Thank you notes/letters are an example of your follow-through

# Resources (Hyperlinks)

1. *The Ultimate Job Preparation Guide – Glassdoor.com*
2. *10 Essential Skills to Acing Your Job Interview – Carolparkerwalsh.com*
3. *6 Things You're Getting Wrong When Interviewing – Carolparkerwalsh.com*
4. *States with Salary History Bans – Hrdrive.com\**
5. *8 Inappropriate Interview Questions and How to Tackle Them Like a Pro – Glassdoor.com*
6. *Never Split the Difference: [Negotiating As If Your Life Depended On It](#)*
7. *Government Salaries*

# Questions & Answers

- ▶ Open Discussion